

GENERAL SERVICES ADMINISTRATION  
Washington 25, D. C.

July 3, 1956

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 80, Revised

TO: Heads of Federal Agencies

SUBJECT: Annual Reports on Federal Real Property Holdings

1. Purpose. This Circular prescribes (a) annual reports necessary for the maintenance and publication of an inventory of real property owned by the United States Government as of June 30 of each fiscal year; (b) an initial inventory report of real property leased to the United States Government, as of July 1, 1956, and subsequent annual reports as of the beginning of each fiscal year; and (c) forms with detailed instructions for the preparation and submission of these inventory reports to the General Services Administration by the holding agencies.
2. Authority. The Senate Committee on Appropriations in Report No. 237, dated May 12, 1953, covering the First Independent Offices Appropriation Bill for 1954, requested the General Services Administration to compile an initial inventory of Federal real property. This inventory covered federally owned real property in the continental United States, as of December 31, 1953.

The Senate Committee, in Report No. 411, dated June 2, 1955, on the First Independent Offices Appropriation Bill for 1956, requested that a second inventory report be compiled as of June 30, 1955, and as of the end of each fiscal year thereafter. It was further requested that the inventory be expanded to cover real property owned by the United States Government in U. S. Territories and possessions and in foreign countries.

In Senate Report No. 2041, dated May 24, 1956, the Senate Committee on Appropriations requested the General Services Administration to expand the inventory to also cover real property leased to the United States Government.

3. Holding Agency. For purposes of the inventory of real property owned by the United States Government, the holding agency is the one which has the authority to take possession of and assign and reassign such property or any portion thereof regardless of the manner in which the property was acquired or what agency is currently using the property. This is in accordance with the provisions of section 3 of Accounting Systems Memorandum No. 32, issued by the General Accounting Office on April 13, 1954.

For purposes of the inventory of real property leased to the United States Government, the holding agency is the one which currently administers the lease and makes rental payments to the lessor, regardless of which agency executed the original lease or is currently using the property.



4. Coverage. The inventories prescribed by this Circular shall cover all land, buildings, and other structures and facilities located in the United States, in U. S. Territories and possessions, and in foreign countries, which are owned by or leased to the United States Government, or wholly-owned Federal Government corporations.

- a. The annual reports of real property owned by the United States Government shall include (a) public domain; (b) lands reserved or withdrawn from public domain for national forests, national parks, or other purposes; (c) property in which the U. S. Government has a life interest; and (d) property acquired by purchase, construction, donation, and other methods of acquisition. They shall also include all buildings or structures owned by the Federal Government, whether or not located on Government-owned land. Separate annual reports shall also be submitted for real properties held in trust by the Federal Government.

The annual reports shall exclude (a) residential and farm properties acquired through foreclosure incident to a lending operation or other Federal aid project; (b) rights-of-way and easements to the United States Government; (c) leasehold improvements to land or buildings leased to the United States Government; (d) machinery and processing equipment which are not part of the realty; and (e) sovereign-owned lands of the Governments of the various U. S. Territories and possessions.

- b. The annual report of real property leased to the United States Government shall include all property leased from private individuals, organizations, municipal, county, State, and foreign governments, as evidenced by a written agreement, involving a monetary consideration and a landlord-tenant relationship. It shall also include right of use and occupancy obtained under eminent domain proceedings or equivalent procedures.

It shall exclude easements, rights-of-way, and encroachments. It shall also exclude real property occupied under permit or other arrangements with other Federal Government agencies or wholly-owned Federal Government corporations.

Examples of properties to be excluded are: (a) space and land made available to the Federal Government rent free or for token payment, such as rooms in local courthouses, county buildings, universities, etc.; and (b) land upon which the Government has a right to place power transmission lines, gaging stations, fire lookout towers, revetments, etc.

5. Reports to be Submitted

- a. Inventory of Real Property Owned by the United States Government. Each holding agency shall prepare, in accordance with the instructions in Attachment 1a, and submit to the General Services Administration a separate report on GSA Form 1166, Annual Report of Real Property owned